

**Guidelines for Operations**  
**NACBIB Training and Career Development Subcommittee**  
**NACBIB Strategic Plan Development Subcommittee**

Subcommittees of the NACBIB generally conduct business using the same Operating Procedures and guidelines that govern operation of the full Council. Principles of the Federal Advisory Committee Act and associated amendments, and the Government in the Sunshine Act provide the foundation for these guidelines.

1. The Training and Career Development Subcommittee and the Strategic Plan Development Subcommittee have been established to support the functions of the NACBIB of reviewing the program activities of the NIBIB and providing advice and recommendations to the Director, NIBIB.
2. Meetings of the subcommittees shall be open to the public and announced in the Federal Register at least 30 days prior.
3. A quorum to conduct business shall be three.
4. The Executive Secretary, NACBIB is liaison between the Subcommittees and the staff of NIBIB. Meetings of the subcommittees must be arranged through the Executive Secretary, NACBIB to ensure compliance with all federal regulations.
5. Public notification and access must also be provided for meetings conducted through teleconference.
6. The Executive Secretary is responsible for follow-up of all Subcommittee recommendations.
7. A Federal employee must be present for all meetings.
8. Minutes of the discussion will be prepared by NIBIB staff and provided to the public within 60 days of the meeting
9. The Director, NIBIB will determine membership of the Subcommittees.
10. The Director, NIBIB will make necessary staff and funds available to support the operations of the Subcommittees.